

SENIOR PROGRAM ANALYST

DEFINITION: Under general direction, performs complex analytical work of considerable difficulty relating to the evaluation of tribal program operations to determine performance levels in terms of achieving program goals and objectives and utilization of resources of the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists with the development of the program evaluation function of the Office of Management and Budget by conducting complex organizational and procedural analysis, evaluates recommended organizational changes and reports on the merit of the recommendations; designs, develops, and lends technical assistance in establishing and implementing recommendations.

Performs comprehensive research and analysis of tribal program operations to determine effectiveness and efficiency using principles of performance measurements similar to the Government Performance Review Act of the Federal government assessments and refinements are made in accordance with performance-based budgeting principles; determines compliance with appropriations processes and recommends alternatives for improving business/operational standards.

Reviews results of major studies and coordinates the preparation of reports and recommendations; provides planning, conducting feasibility studies/assessments, proposal writing, research and technical support services; assists with the study of the continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to devise compatible operational systems to improve administrative workflow.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public or government organizational processes involving methods and practices of public finance, budgeting, accounting, personnel administration, and management compliances.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Knowledge of principles, methods and techniques of research and analysis that includes the use of computer databases and spreadsheet files.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing management, financial, human resources, and other operational systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Public or Business Administration, Government, Industrial Engineering or closely related field; and three (3) years of responsible work experience involving public administration, research, and program analysis; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 1991
Planning and Analysis Series
Program Analysis Group
Overtime Code: Exempt
Pay Grade: 65

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.